



**Name:** Flexible Workplace @ SMU  
**Policy Number:** 6-2024  
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**Responsible Office:** People & Culture  
**Responsibility:** Michelle Benoit, Vice-President, Finance and Administration  
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## **1 Preamble**

1.1 **Flexible Workplace @ SMU** is intended to provide flexible work options, while ensuring the continued delivery of exceptional learning, services, and the supports that our Saint Mary's community has come to expect.

Flexible work options are specific to position and department. All Eligible Positions at Saint Mary's University will be classified by the University as Campus Flex, Hybrid Flex or Home Flex – each offering access to flexible work options as provided in this Policy.

## **2 Purpose**

2.1 This Policy provides a framework for flexible work options for Eligible Positions.

## **3 Jurisdiction/Scope**

This Policy applies to all employees who work in a position that is an Eligible Position as defined in this Policy.

## **4 Definitions**

4.1 Capitalized terms used in this policy are defined in the headings or have the following meanings:

- **Modified work week:** A modified working schedule allows an employee to work longer hours on some days and meet their required weekly hours sooner. The employee can then take a day (or part-day) off with the time they have accrued. Common compressed working schedules include a 4-day week, but other options may be considered by an employee's supervisor.

- **Eligible Positions** are positions within the University that have been assigned a flexible work classification in accordance with this Policy. The following positions are not Eligible Positions:
  - Full-time faculty and professional librarians
  - Part-time faculty
  - Language Centre instructors

Eligibility is determined by the University based on the function and nature of the position as described in a job description.

- **Flex time:** is an arrangement that allows an employee to alter the starting and/or end time of their workday. Employees still work the same number of scheduled hours as they would under a traditional schedule.
- **Job Sharing:** is a type of flexible work arrangement in which two people work part-time schedules to complete the work one person would do in a single full-time job (For NSGEU roles please refer to Article 16 JOB-SHARING)

## 5 Policy

### 5.1. Principles

The University wishes to provide employees with the option for flexible work where appropriate and possible.

Every Eligible Position at the University is assigned one of the classifications that follow:

- **Campus Flex**
  - Roles that require in-person interactions or access to physical material or spaces
  - Work primarily on campus 95% to 100% of the time
  - Technology: assigned (or access to) a computer; assigned (or access to) a telephone
  - Fixed/assigned desk on campus
- **Hybrid Flex**
  - Roles that have varying requirements for face-to-face interactions or access to physical material or spaces in order to complete the functions or tasks
  - Work on campus 20-80% of the time, work remotely balance of time
  - Typically, no assignment to desk on campus however this is subject to nature of position, (senior managers) and % of time on campus
- **Home Flex**
  - Work remotely 95% to 100% of the time.
  - Roles that are not student or customer-facing only occasionally require in-person interactions or access to physical material or spaces in order to effectively complete their functions or tasks. May be required to travel to campus for face-to-face meetings as required
  - No assignment to desk on campus

Employees who wish to participate in Flexible Workplace @ SMU should express their interest in writing to their direct supervisor. Participation in the program is initiated by the employee.

Upon receiving a request from an employee in an Eligible Position, the direct supervisor will complete the **Personal Flexible Workplace Plan** and both supervisor and employee will sign the form. The agreement is not valid until both parties have signed. The direct supervisor will provide a copy of the signed form to Human Resources at [Flexible.Workplace@smu.ca](mailto:Flexible.Workplace@smu.ca).

Flexible work arrangements will be evaluated from time to time and are subject to change based on operational requirements or a written request from the Employee. A reasonable notice period will be provided in the event of any change to the flexible working plan.

The department Manager and Employees must ensure that operational needs are met, and that productivity, costs, and services are not negatively affected by the application of this Policy.

The classification assigned to a position is in the absolute discretion of the University and is not a term or condition of employment. The right to assign, change, or remove a classification on a position remains with the University.

## 5.2 Roles and Responsibilities

### 5.2.1 Direct Supervisors

It is the responsibility of the direct supervisor to:

- manage hours of work to ensure the department runs in an efficient and effective manner and is open to assist users of the department's services during the normal operational hours of the department;
- advise employees of their start, rest and stop times;
- consider requests for flexible work arrangements and approve or deny requests in keeping with this Policy.
- Where a request is approved, complete the Personal Flexible Workplace Plan, and submit to HR.
- Monitor each approved flexible work arrangement for:
  - the employee's compliance with the conditions of the written agreement;
  - the effect of the flexible work arrangement on departmental operations;
  - Consult with Human Resources as required to ensure compliance with Collective Agreements and Labour Standards;
  - Bring forward in a timely manner any issues associated with an Employees flexible working arrangement.

### 5.2.2 Employees

It is the responsibility of employees to:

- Initiate the process by submitting a written request to their direct supervisor;
- Ensure that work is completed in an efficient and effective manner;
- Fulfil the requirements of the signed Personal Flexible Workplace Plan concerning work hours;
- Read associated policies and complete the Flexible Workplace Confirmation Form; and

- Comply with all policies and regulations of the University.

Employees who are working remotely are expected to establish an appropriate work environment within the Employee's home for work purposes. The Employee may be required to demonstrate (via photographs, for example) that the Employee has an appropriate work environment at home.

Except as specified in this Policy, the Employee is responsible for the costs associated with the setup of the Employee's home office, including remodelling, furniture (such as, but not limited to, desk, ergonomically correct chair, filing cabinets), lighting, internet connectivity and service. The University may supply some equipment in its discretion, including a computer, but the University reserves the right to determine appropriate equipment, subject to change at any time. Equipment supplied by the University is to be used for business purposes only. If your role is designated Home Flex, the University will provide a suitable chair.

### 5.3 Appeals

An employee who wishes to appeal the classification assigned to their role may do so by providing the grounds for appeal to HR. The decision rendered on appeal is final.

## 6 Related Policies, Procedures & Documents

6.1. With respect to the Policy on Unscheduled Closure and/or Cancellation of Classes (Policy Number: 5-1002), during unscheduled closures or cancellations under that policy, the following guidelines apply:

- (a) employees in positions categorized as Campus Flex who are not in positions deemed essential (see section 3.8 of Policy 5-1002) are not required to report to work;
- (b) employees in positions categorized as Hybrid Flex or Home Flex should work at home during the unscheduled closure.